



Town Council Agenda Report

SUBJECT: Resolution

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING REVISIONS TO THE TOWN'S TRAVEL POLICY.

REPORT IN BRIEF:

Revising the travel policy to reflect an update in the procedures. The highlights of the revisions are as follows: redefines the local travel area, deletes the definition of extended travel and the need to have extended travel approved by Town Council, clarifies that the Town will pay the actual cost of meals which are included as part of a local meeting, deleted the requirement to submit a quarterly report. The rest of the revisions were housekeeping changes to clean up language.

PREVIOUS ACTIONS:

The Town Council previously approve the travel policy by Resolution R-91-231.

CONCURRENCES:

All Department Directors and the Town Administrator have reviewed the revised policy and are in agreement with the changes submitted.

FISCAL IMPACT:

Is appropriation required? No
Funding appropriated? Yes. Operating budgets of using departments.
Account Name: Operating budgets of using departments
Additional Comments: Not applicable

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

Resolution
Revised Travel Policy
Revised Travel Forms

Item No.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING
REVISIONS TO THE TOWN'S TRAVEL POLICY.

WHEREAS, the Town Council previously approved a travel policy by Resolution R-91-231; and

WHEREAS, revisions to the policy are necessary from time-to-time to update procedures; and

WHEREAS, deletions are notated by strike thrus and additions are notated by underlines; and

WHEREAS, revisions to the travel policy require Town Council approval.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby approves the revised travel policy which is attached hereto and identified as Attachment "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

I. Policy.

It is the policy of the Town of Davie to pay for all reasonable and necessary expenses associated with travel and transportation resulting from an employee's, elected official's, or other Town Administrator authorized person's attendance at any meeting, seminar, conference or convention which has been properly approved as having a demonstrated benefit to the Town.

II. Definitions.

A. **Category 1 Employees:** Elected Legislature, ~~or Executive Class Employees~~ Town Administrator, Town Attorney, and Department Directors.

B. **Category 2 Employees:** All other employees or authorized persons.

C. **Local Travel:** Travel that is within the Tri-County Area (Miami-Dade, Broward, and Palm Beach) no further South than the City of Miami and no further North than the City of Boca Raton and which occurs during regular working hours. Multi day seminars where the location is within the Tri-County Area as defined herein shall be treated as local travel.

D. **Remote Travel:** Travel which is beyond the ~~Tri-County Area~~ local travel area but does not exceed forty (40) work hours.

~~E. **Extended Travel:** Travel which extends for more than forty (40) working hours and involves costs other than employee wages.~~

~~E.F. **Emergency Travel:** Travel which results from an emergency declared by the Town Administrator or his designee.~~

~~E. **G. Partial Days:** Travel which begins after 9:00 a.m. or ends before 6:00 p.m.~~

~~G. **H. Travel status.** The status of one who is attending a meeting, conference, seminar, or convention for the benefit of the Town and at the Town's expense. Travel status begins ~~one-half one~~ hour before an airline's departure to ~~one-half one~~ hour after an airline's return arrival at a local airport. In the case of automotive transportation, travel status begins the moment an employee departs for the destination and ends upon an employee's arrival from that destination. For the purpose of mileage reimbursement, round trip mileage shall be calculated using Davie Town Hall or the employee's residence (if closer) as the departure and arrival point.~~

III. Limitations And Restrictions.

Payments made under this policy are subject to the following limitations and restrictions:

A. **Airfare.** Airfare is restricted to exclude the cost of first class fare. Reservations should be made as far in advance as possible to allow for the lowest possible fare. Quotes from two sources will be required when reserving air transportation.

October 18, 1999

B. Automobiles. Automobiles may be rented for remote, ~~extended~~ or emergency travel, subject to the following:

1. The location of the meeting, seminar, conference, or convention is different than that of the lodging accommodations, or
2. The rental of the automobile is less expensive than other forms of transportation to or from the lodging or meeting, or
3. The expense is incurred on behalf of a category 1 employee. The rental cost may be advanced, if documented, and verified by receipts upon the employee's return.

C. Insurance. No insurance will be allowed as a reimbursable travel or transportation expense.

D. Parking and Tolls. Payments will be allowed for parking and tolls provided that the costs are documented and reasonable. Parking at departing airports will be reimbursed only to the cost of taxi fare from the Davie Town Hall to the Airport and back to Davie Town Hall (~~currently, the round trip cost of taxi fare is \$36.00~~). Transfers from airport to hotel may be advanced if documented. If not, reimbursement shall be requested upon return with verified receipt.

E. Registration. Registration payments will be allowed only to the extent of any lesser advance registration fees.

F. Meals and Tips.

1. Meals and tips for other than local travel are limited to a per diem payment equivalent to the prevailing per diem established by the Internal Revenue Code Continental U.S. rate for meals and incidental expenses reduced proportionately for partial days or meals provided through registration or airfare. Such payment is inclusive of all meals, drinks, and tips, tips to hotel staff and any other miscellaneous daily expenses.

2. Per diem will be reduced by one-third each if the employee begins travel status after 9:00 a.m. and/or ends travel before 6:00 p.m. Additionally, all meals otherwise provided for, inclusive of continental breakfasts, will reduce per diem payments by one-third.

3. Employees will not be entitled to any ~~meal reimbursement per diem allowance~~ for local travel. However, should an employee, elected official, or other authorized person attend a local meeting, conference or seminar where a meal is included as part of the program, the Town will reimburse the registration fee inclusive of the meal cost or the actual cost of the meal should it be delineated in the printed flyer or brochure.

G. Lodging

1. The payment of lodging is restricted to remote travel. Employees will stay at the same hotel/motel as the site of the seminar when possible. The Town is exempt from taxes and the employee should therefore request a copy of the Town's tax exempt certificate from the Finance Department before departure. Taxes which are charged to the employee because he/she does not present a copy of the Town's tax exempt certificate will not be reimbursed.

Exception: When an employee travels outside the state of Florida, taxes charged will be reimbursable.

H. Reimbursement for use of personal vehicle. Payments to employees who use their personal vehicle for local or remote travel will be made at the amounts and limits set by the Internal Revenue Code of the United States of America. Employees who are provided a Town vehicle or are paid an automobile allowance will not be allowed reimbursement for mileage under this policy. The cost of gasoline for such a Town vehicle will be reimbursed upon presentation of receipts. Employees who are provided an automobile allowance may not also use a Town Vehicle for travel or transportation purposes except in an emergency as declared by the Town Administrator. Employee shall estimate mileage on the request for travel form and submit a mileage reimbursement form along with the Attendance Report and Final Cost of Travel.

IV. Approval, Reporting, and Documentation.

All travel and transportation costs of attending meetings, seminars, conferences, and conventions, as well as the costs of registration, must be documented before attendance by completing the "Request For Travel" form (attachment "A"). ~~All "Requests for Travel" requests for extended travel must be approved by the Town Council by resolution or direction.~~ An "Attendance Report and Final Cost of Travel" form (attachment "B") must be submitted for approval to Purchasing ~~and the Town Administrator's Office~~ within two (2) weeks of return for all types of travel. ~~Departments are to submit the "Quarterly Summary of Travel and Attendance" report (attachment C) to the Town Administrator for inclusion as a separate report in the quarterly Management Report to Council.~~ Employees who fail to submit the "Attendance Report and Final Cost of Travel" will be responsible for all costs advanced for the travel and will be restricted from further travel until all such outstanding reports are submitted. Additionally, any wages or salary paid to employees during the travel period will be forfeited. It is not necessary to attach an RFP or Requisition to the request for travel form. All appropriate receipts, certificates, validated tickets, statements, reports, and bills must be attached to the "Attendance Report and Final Cost of Travel". Any incomplete reports will be returned by the Purchasing Division to the originating department for correction. **It is the responsibility of the department to make sure all paperwork is properly submitted in sufficient time to allow for all approvals and to allow Accounts Payable adequate time to prepare checks for the employee. Any paperwork submitted to Accounts Payable by 12 noon on Tuesday will be in that week's check run and will be available on Friday.**

ATTENDANCE REPORT AND FINAL COST OF TRAVEL

Department xxxxxxxxxxxxxx

Employee Name xxx

Begin Travel xxx xxx
Time Date

End Travel xxx xxx
Time Date

Final Registration Fees	\$0.00	Attach Registration Certificate
Airfare	\$0.00	Attach Validated Ticket
Auto Rental	\$0.00	Attach Rental Agreement
Per Diem	\$0.00	Receipts Not Required
Personal Auto Reimbursement	\$0.00	Attach Signed Statement
Lodging	\$0.00	Attach Hotel Bill
Total	\$0.00	

Other Charges Incurred:

1. Tolls	\$0.00	Attach Toll Receipt
2. Parking	\$0.00	Attach Parking Receipt
3. Taxi or Limousine Service	\$0.00	Attach Receipt
4. Other _____	\$0.00	Attach Receipt
5. Other _____	\$0.00	Attach Receipt
Total Reimbursable Costs	\$0.00	
Less: Total Advanced	\$0.00	Attach Advance Travel Request
Amount Due Employee (Town)	\$0.00	

~~Total Reimbursable Costs (from above)~~ \$0.00

~~Employee's Wages or Salary (xxx hrs X xxx /hr)~~ \$0.00

~~Wages Paid To Others Due To Employee's Travel:~~

~~Overtime (hrs X /hr)~~ \$0.00

~~Other (hrs X /hr)~~ \$0.00

~~Sub-total~~ \$0.00

~~TOTAL COST TO TOWN~~ **\$0.00**

Account Number xxx

Attach to this form a narrative comparing the expected benefits from this travel (taken from the Advance Travel Request) to the actual benefits received. Describe in sufficient detail the specific knowledge gained from this travel and who else may benefit from your attendance. Specifically state whether or not the Total Cost To The Town was greater than the benefit the taxpayers received (in your opinion).

Employee's Signature _____ Date _____

Department Head _____ Date _____

Purchasing _____ Date _____

Monday, June 30, 1997

REQUEST FOR TRAVEL

Department XXXXXXXXXX

Employee Name XXXXXXXXXX

Travel Destination (City and State) XXXXXXXXXX

Begin Travel XXXXXXXXXX
Time Date

End Travel XXXXXXXXXX
Time Date

(If using air service, travel status begins one-half hour before your departing flight and ends one-half hour after your return arrival)

Describe below the nature of the meeting, seminar, conference or convention and justification for attending (attach any brochure or printed media):

Calculation of Costs:

Make Check Payable To:

Amount:

Registration Fees (number of meals included xx):

\$0.00

Airfare (attach quotes from two agents):
(location of meeting xxx)

Auto Rental

xxx

\$0.00

Per Diem (day(s) X \$/day):

Reimbursement for Personal Auto (.325 x xxx miles)
Estimated - to be reimbursed upon return

xxx

\$0.00

Lodging (night(s) X \$/night):
(location of lodging xxx)

Miscellaneous (explain):

Sub-Total:

xxx

\$0.00

Account Number xxx-xxxx-xxx-xxxx

TOTAL COST TO TOWN:

\$0.00

TOTAL ADVANCE REQUESTED BY EMPLOYEE:

\$0.00

(does not include any estimated reimbursement for auto usage or employee wages)

Approved by Department Director

Date

Approved by Purchasing

Date